

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** 21754i  
**Opening Date:** 06/03/2010  
**Closing Date:** 06/17/2010

## **Recreation & Athletics Specialist 2**

**\$2,824 - \$3,678 per month (Range 42)**

### **Agency Information**

The Department of Corrections is seeking a highly motivated and qualified individual to fill a vacant Recreation & Athletics Specialist 2 position located at Coyote Ridge Corrections Center in Connell, Washington.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details, please refer to the "Application Process" section of this recruitment.

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

#### **DOC offers:**

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement available
- The fulfillment of public service

The agency mission is, "to improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### **Duties**

In an adult male correctional facility, this position will plan, organize and direct a major segment of the recreation program in support of the Department of Correction's (DOC) mission. Develops schedule of recreation activities to meet the needs, interests, and abilities of the offender population; meets with program and custody personnel in the development of recreation activities and programs; assists or contacts community resources in planning for special events; supervises and coordinates services of volunteers assigned to recreation programs; prepares and maintains written records of recreation equipment inventories, programs and activities; conducts facility safety inspections, security checks, and daily tool control inventories in the recreation areas.

### **Qualifications**

Knowledge of: several fields of recreational activities, including specialized knowledge in at least two broad areas, such as sports, music, social activities, arts and crafts, physical fitness/wellness; principles of supervision; observing offenders and making oral and written reports; training techniques.

Ability to: plan, organize, and lead institution recreation program or direct part of recreation program; adapt recreation policies, methods and techniques to specific operational situations; supervise and train others; establish and maintain effective working relationships with employees; establish and maintain effective records and reporting systems.

#### Desirable Qualifications:

A Bachelor's degree involving major study in either: (a) recreation or therapeutic recreation, (b) music, drama, or physical education, or (c) psychology, sociology, or education with a minor in recreation, physical education, music, or drama and two years of paid, professional recreation experience.

OR

One year of experience as a Recreation Specialist 1.

OR

Equivalent education/experience will substitute for all desirable qualifications except when there are legal requirements, such as a license/certification/registration.

### Special Notes

#### Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the [www.careers.wa.gov](http://www.careers.wa.gov) homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check. Pre-employment process will include drug screening.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

### Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military, and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans, education benefits program; 11 paid holidays, flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

#### CORE COMPETENCIES FOR ALL EMPLOYEES:

Safety

Treats Others with Respect and Courtesy

Dependability

Accountability

Judgment and Problem Solving

Leadership

Communication

Relationship Building

Ethics and Integrity

For more information on these Core Competencies, please email [pmturner@DOC1.WA.GOV](mailto:pmturner@DOC1.WA.GOV).

#### LOCAL AND JOB SPECIFIC COMPETENCIES:

Observation - Observes and strategize personal action, based on environmental conditions and human behavior.

Technology - Learns and utilizes computer based applications in the performance of their job duties.

Stress Tolerance - Remains calm and rational while handling difficult situations to include, but not limited to, volatile, threatening or other crisis/emergency situations. Expertly intervenes in response to threats.

Professional Standards - Knows and applies related law, policy, procedure, and practice. Adheres to productivity standards and timelines established by law and policy. Identifies own training needs and proactively seeks training opportunities.

Adaptability - Incorporates new information into an existing framework of understanding. Accepts change and supports the Agency through changes in law, policy and procedure.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call Pauline Turner, HRC3, at (509) 543-5882.

### How to Apply

#### For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter \*21754i\* and click on Start Search.
5. Click on the link Recreation & Athletics Specialist 2, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

### Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

**Job seekers please note: **NEOGOV**, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

**You will need to create an account in **NEOGOV** to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

**We recommend that you **SAVE A COPY OF YOUR PROFILE** before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to [doc.wa.gov/jobs](http://doc.wa.gov/jobs)